

## CHAPTER 3

### STAFF PROCEDURES

#### A. INITIATION

1. DoD Instruction 1100.19 directs the preparation and submission of WARMAPS data in conjunction with the DoD Planning, Programing, and Budgeting System (PPBS) calendar (military manpower data) or with a scheduled mobilization exercise (civilian manpower data). The DASD(MP&R) issues specific data preparation guidance and a data submission suspense date to DoD Components before these events. The WARMAPS processing cycle is initiated upon the receipt of DoD Components' WARMAPS data. In addition, it may be initiated at the request of any Component.

2. To use the WARMAPS software for entering data and getting WARMAPS program output, the user must obtain: access to the MULTICS site (Room 2D279, Pentagon); a user identification; and, a password. For the routine processing of WARMAPS data in conjunction with an established requirement for submission (POM/Presidents Budget/Mobilization Exercise), DASD(MP&R) will provide the appropriate project access (project designator, space, storage, programs). When a DoD Component wishes to perform unique or extraordinary WARMAPS processing, special arrangements must be made with the DASD(MP&R) WARMAPS official for the reimbursement of processing costs. In either case, the procedure for obtaining access to MULTICS is shown below:

a. Provide evidence of security clearance to OASD(FM&P). While a "SECRET clearance" is sufficient to be granted access to all WARMAPS programs and data files, personnel with SECRET clearances are restricted in their use of the MULTICS site. One or two terminals in a supervised area are provided as available. Access to all terminals and the areas where special color graphics equipment, printers, and other support equipment are available requires a TOP SECRET clearance.

b. Submit a letter to DASD(MP&R) requesting access to the MULTICS site and registration onto the WARMAPS project.

c. After allowing enough time for administrative processing of the request (normally 5 working days), request that the DASD(MP&R) official make an appointment with the MULTICS site manager (Room 2D279, Pentagon) to obtain a user identification and a password.

d. After obtaining a user identification and a password, contact with the WARMAPS ADP system team must be made so that proper access may be given for using the WARMAPS software and files. Contact the WARMAPS team in Room B104, the Cafritz Building, telephone: 697-5244]5/6. In order to understand basic MULTICS operations and the procedures that are necessary for WARMAPS processing, an "Introduction to MULTICS Users Manual" will be provided for review.

e. For any DoD Component-unique tests, experiments, or other data excursions, the Component must establish a new project with designator, space, storage, program, and funding.

## B. INPUT PROCESSING

MULTICS is a timesharing system whose normal mode of operation is interactive. This means that all commands or programs executed by the user are processed immediately. MULTICS is designed to be easy to use for analysts with little ADP background. It features a simple command language that can be learned quickly. The file storage system on MULTICS is arranged logically into directories so that each project (such as WARMAPS) has its own directory for storing files. In addition, a unique directory is provided for each user for that project. The WARMAPS project directory arrangement is shown in Figure B-1. All work on the WARMAPS project is performed in various working directories under the "WARMAPS" directory. Some of the more common MULTICS commands used in conjunction with WARMAPS processing are shown in Figure B-2.

## C. OUTPUT GENERATION

After entering the directory and initiating the WARMAPS software, all options are controlled by the user by selecting options on various menus. Some options that are selected will execute programs that will require the user to answer a series of questions. Appendices E and H display the key menus and illustrate program questions with appropriate user responses. Sample output products are displayed in Appendices C and F.